

**OHIO WATER POLLUTION CONTROL LOAN FUND
APPLICATION CHECKLIST**

Employer Identification Number	Tax ID #
Entity (Village, City or County):	Village
<p align="center">***The Water Pollution Control Loan Fund (WPCLF) application MUST be fully completed. The Authorized Representatives signatures are REQUIRED on this checklist as well as on pages 5-10.***</p>	
NEEDED DOCUMENTS:	
	DATE OF SUBMISSION
Facilities Plan	April 23, 2012
Flow Evaluation Report (if applicable)	N/A
Permit-To-Install Application & Contract Documents	March 18, 2015
Engineering Service Contract (if applicable)	March 31, 2015
Description and cost breakdown of Administrative, Force Account and Land Costs (if applicable)	N/A
Documentation of outstanding debt for planning and/or design costs, to be included in the WPCLF loan (if applicable)	March 31, 2015
User Charge System*	March 31, 2015
<i>*Please provide the current sewer rate ordinance and sewer use ordinance, which should include the rate structure.</i>	
Intermunicipal Service Agreement (if applicable)	N/A
Copies of the Entities last three (3) audited years annual financial reports or provide the webpage link.	March 31, 2015
NEEDED LEGISLATION:	
	DATE OF SUBMISSION
Resolution (or Ordinance) by the governing body of the applicant designating an authorized representative to sign all WPCLF documents and authorizing application for a WPCLF loan. SEE ATTACHMENT A	March 31, 2015
Copy of Legislation authorizing Borrower to enter into a WPCLF Agreement with OEPA/OWDA, and a copy of minutes evidencing the passage thereof.	March 31, 2015
Copy of Legislation authorizing rates and/or tap in fees, and a copy of minutes evidencing the passage thereof.	March 31, 2015
Site Title Opinion Letter - SEE ATTACHMENT B	January 23, 2015
ITEMS LISTED BELOW ARE NOT NEEDED WITH THE LOAN APPLICATION. These are required after the Entity has reviewed and SIGNED the WPCLF Loan Agreement and Exhibits.	
General Certificate - SEE ATTACHMENT C	
Legal procedural letter signed by Solicitor or Law Director. SEE ATTACHMENT D	
Signature:	
Title:	Village Administrator
Telephone Number:	740/983-7132
Date:	March 31, 2015